
NEATH PORT TALBOT
EDUCATIONAL PSYCHOLOGY SERVICE
Consultation Request

Please read this before completing the Consultation Request

- It is usual for the Headteacher or delegated person to prioritise and make arrangements for the EPs visit and for prior consultation with other relevant staff to be part of that process.
- The Consultation Request is filled out when an individual pupil, group of pupils, class or issue is prioritized by the school for the educational psychologist's regular school visit. It forms the basis of the consultation meeting between the teacher most concerned and the EP. In the case of an individual this will usually be at School Action Plus.
- After discussion with the head (or delegated person), the teacher who is most concerned (usually the class teacher or the teacher who knows the pupil best) completes the Consultation Request by answering the questions raised on pages 1 - 3. This is usually carried out in consultation with the school's SENCO and/or member of senior staff. The Consultation Request is kept by the school for the EP's next regular visit to the school and a copy is sent directly to the EP one week prior to the consultation meeting.
- When the concern is about an individual pupil it is expected and required that parent/s or guardian/s will have already been involved in discussing the school's concerns and in trying to find solutions, and will then be in agreement with the EP becoming involved. **A parental consent form should then accompany the consultation request.**
- School records will also need to have been checked so that the Consultation Request can be completed fully, especially the section on the involvement of other agencies.
- Parents may need to attend a consultation meeting and/or follow up consultation meeting.

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| <ul style="list-style-type: none">• Pages 1- 3 – the teacher's notes – may be typed or handwritten by school. Copies are forwarded to the EPS one week before the consultation meeting.• Pages 4 & 5 – the EP's notes – may be made available to school by agreement.• The final page – Conclusions and Outcomes – is written by the EP with the teacher. Copies are kept by the EPS and the school. Copies should also be made available to parents by school. |
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Consultation Request/Full Consultation

FRAMEWORK C2

This framework has a set of questions which are completed by the teacher prior to the consultation meeting. It is used with the teacher most concerned. It is helpful in the following instances:

1. *For full consultations regarding an individual at School Action Plus.* This is the main use of the consultation request framework. It is the most important framework since it sets the scene for all the work that follows.
2. *When fuller consultations at School Action are needed.*
3. *For full consultations about groups.*
4. *For full consultations regarding organisational level issues.*

Full Consultation usually applies to consultation at School Action Plus. Parental agreement to EP involvement is a *sine qua non* of work at this stage. Sometimes the consultation request framework can be used at School Action when it seems appropriate, and when adequate time has been allocated for the work. Initials of individual pupils only are used, (as with the Initial Consultation – see above) unless there is parental agreement.

Framework C2 also has guidance notes on how to complete it and how it is used in the consultation meeting.

The time needed for a Full Consultation is 45 minutes minimum. This may be preceded by an observation in class and/or an individual interview with the pupil. Alternatively, these could follow a consultation if required.

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EDUCATIONAL PSYCHOLOGY SERVICE

Consultation Request

**To be completed when a consultation with the educational psychologist is required.
To be forwarded by the school to the EPS one week before regular school visit.**

To: Educational Psychologist

For a consultation about an individual – please begin by filling in each item in this section

Name:	Birth date:	Age:	Sex: M/F
Parent(s)/Guardians:	School:		
Address(es):			
Tel. no(s)			
Position in family:	Class Teacher: or Form Tutor:		
Language(s) of the home:	Year Group: Head of Year (if appropriate):		

Please write clearly, or preferably type, in as detailed and precise a fashion as possible

What concerns you about this/these pupil(s), or what is the issue that concerns you?

What strategies have already been tried regarding your concern?

What effects have you noted?

How would you like things to change?

What do you hope to get from this consultation?

Other factors: are there any other factors or facts which seem relevant and/or important?

Code of Practice response: which stage/s have been addressed, how and when? (Please attach IEPs and reviews)

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Parental involvement: what is the history of parental involvement? How have they been involved, whom and when?

Parental views: what are the parental views of the concern that has been raised by the school?

Agency involvement: please check school files and record any involvement of Health Service, including Hospital, Clinic, CAMHS, Child Psychiatry, Social Services, Pupil Support Service, Educational Welfare Service, etc

Please note the Agency – Key Worker – Contact address – Date and period of involvement:

- 1.
- 2.
- 3.
- 4.

Any other comments or concerns:

Completed by:

(Name of teacher completing this consultation form)

Designation:

Date:

Please make a duplicate of this Consultation request and forward it to the EPS one week before the Consultation meeting with the EP.

Consultation Request page 4

Pages 4&5 are used by the educational psychologist at the time of the consultation for making notes

Date of consultation:

With*:

Cause for concern:

Main points made by school:

*N.B. Consultations in school are usually school/classroom focused at this stage

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E.P. Consultation notes / continued ...

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Conclusions and Outcomes

<p style="text-align: center;">Completed by the educational psychologist and the teacher at the end of the consultation</p> <p>School</p> <p>Summary of current conclusions re: Date: <i>(including CoP response, if appropriate)</i></p>
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Strategies/Actions/Agreements:	carried out by:

<p>Completed by:..... Educational Psychologist</p> <p>with:School Staff & others</p> <p>and Parent/s or guardian/s</p>
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